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Dealer Fleet Station Handbook
Area A (Metro Phoenix)
Information for Fleet Station Personnel

Introduction

This handbook describes the requirements for a licensed motor vehicle dealer to operate a fleet emissions inspection station. Contained within are: Summarizations of the fleet emissions inspection station permitting and inspector licensing processes; lists of required inspection equipment and equipment maintenance/calibration standards; inspection procedures for specific classes of vehicles; record keeping procedures. The inspection procedures outlined in this handbook apply to vehicles specifically held for retail sale. Vehicles other than those held for retail sale (parts truck, courtesy van, loaner vehicle) must be inspected at an official state emissions inspection station. Because dealers typically do not own the required equipment and apply for a permit to inspect diesel powered vehicles, this handbook does not address their inspection. The handbook was developed from laws and regulations found in Arizona Revised Statutes Title 49, Chapter 3, Article 5, and Arizona Administrative Code, Title 18, Chapter 2, Article 10.

Under Arizona law, a motor vehicle must pass an emissions inspection prior to registration or re-registration. A motor vehicle sold by a dealer must pass an emissions inspection prior to delivery to the retail purchaser. The dealer is responsible for the cost of the inspection and any repairs necessary to pass the inspection. Permits are issued after the Department has found that the dealership:

1. Maintains an established place of business for the repair and maintenance of the applicant's fleet of vehicles
2. Has approved machinery, tools and equipment to adequately conduct the required emissions inspections
3. Employs properly trained and licensed personnel to perform the necessary labor
4. Agrees to provide data as may be prescribed by the director

If you have any questions regarding this handbook, please call the Vehicle Emissions Inspection and Compliance Unit at (602) 207-7000, in Phoenix, or (520) 628-5651, ext.0, in Tucson.

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Section I

Dealer Fleet Station Permit Requirements

A. Permitted fleet emissions inspection stations must meet the following requirements:

1. The permitted facility must be exclusively owned or leased by the applicant and must be located inside area A as defined in Arizona Revised Statutes § 49-541(1). Dealer fleets located within 50 miles of the outer boundary of Area A may qualify for a fleet permit if they certify to the Department that customers who reside in Area A are the primary source of their business.
2. The applicant must own or lease at least 25 non-exempt vehicles.
 - A business inventory of at least 25 vehicles held for resale, counted cumulatively over a 12-month period.
 - For newly established motor vehicle dealers, the fleet owner must certify the fleet will meet the requirement of 25 non-exempt vehicles, within 12 months.
3. The facility must have a space specifically dedicated to maintaining or repairing at least one fleet vehicle.
4. The applicant must employ a fleet agent who is in charge of day to day operations of the fleet. The fleet agent can be the applicant or a designated employee. The fleet agent must also pass an examination on the rules governing the day-to-day operation of the fleet station.
5. The fleet must employ a licensed emissions inspector to perform inspections on fleet owned vehicles. The licensed inspector must be certified to inspect for the types of vehicles owned or leased by the fleet (the fleet agent and inspector can be the same person).
6. The applicant or employee(s) must own or lease equipment necessary to perform all aspects of the required inspections.
7. The applicant must agree to provide data to the Department as prescribed by the Director.

B. Fleet Permit Suspension or Revocation:

Fleet station permits do not expire. However, the fleet permit can be suspended or revoked if the fleet owner or employees:

1. Violate any provision of Arizona Revised Statute Title 49, Chapter 3, Article 5 or Arizona Administrative Code Title 18, Chapter 2, Article 10;

2. Misrepresent material facts in obtaining a fleet permit;
3. Fail to make, keep and submit pertinent records to the Department;
4. Fail to provide a state inspector access to the information required by law.

C. Types of Dealer Fleet Permits (Non-Diesel):

1. Fleet permits are issued to a motor vehicle dealer (dealer fleet) for the inspection of specific vehicles by class.
2. Under the current law, dealer fleet stations must perform the **idle or idle and 2500 RPM unloaded** tests on all non-diesel vehicles.
3. The following are types of non-diesel permits issued and the equipment requirements for each.
4. Dealer fleets require equipment to perform an **idle only** or an **idle plus 2500 RPM unloaded test**. The following test equipment is required:
 - A non-dispersive infra-red CO and HC emissions analyzer that is equipped with a water trap in the sampling line capable of taking undiluted exhaust samples from the vehicle exhaust system;
 - Pressure test equipment for the functional gas cap test capable of determining that the gas cap leakage does not exceed 60cc per minute at 30 inches of water gauge;
 - An ignition-operated tachometer.

D. General Dealer Fleet Station Requirements:

The following requirements apply to all dealer fleet stations:

1. The fleet permit along with licenses of agents and inspectors employed by the dealer fleet must be prominently displayed within the facility.
2. Whenever an inspector starts or ends employment with a dealer fleet, the fleet station must notify the Department in writing within 7-days of the change in employment status. (Written notification can be done by mail, but the preferred method is E-mail or Fax). The written notification must include; the name and license number of the vehicle emissions inspector; a statement declaring the employment change; the effective date of the employment change.

If the fleet's only licensed inspector leaves the employment of the fleet station the fleet must; immediately cease operating as a fleet inspection station; immediately notify the Department by phone of the change in employment status; within 7-days, the fleet must notify the Department in writing and surrender all unused certificates of inspection to the Department for a refund.

3. Whenever a fleet agent is hired, terminated or resigns, the fleet owner must do the following, when applicable:
 - a. When a fleet agent is hired, the fleet must notify the Department within 7-days of the designation of a new fleet agent. This will require the fleet owner to submit a completed "Fleet Agent Designation" form (see attachment).
 - b. When a fleet agent is terminated or resigns, and there is no qualified individual to assume the responsibility of day to day operations, the fleet must; immediately cease operations as a fleet station; immediately notify the Department by phone; notify the Department in writing within 7-days of the change in employment status.
 - c. When a fleet agent is terminated or resigns, and there is a qualified individual (someone who has passed the fleet agent/inspector exam) to assume the responsibility of day-to-day operations, the fleet must notify the Department within 7-days of the designation of a new fleet agent. This will require the fleet owner to submit a completed "Fleet Agent Designation" form (see attachment).
4. The fleet permit is only applicable to the fleet's inspection facility located at the address on the permit. Additional facilities will require separate permits. A permitted facility that changes its name or address, but retains the same fleet ownership, is required to return the permit to the Department and submit a new permit application. The Department will cancel the returned permit and issue a new permit with the updated information.
5. A duplicate permit for one that has been lost, destroyed or mutilated may be obtained by providing a letter of explanation and request for replacement (include damaged permit, if applicable). If a duplicate permit is issued and the lost permit is later located, the dealer fleet station must immediately return the original to the Department.

E. Special Requirement for Dealer Fleets:

Written Notice of Purchasers Rights (IM147 disclosure)

Motor vehicle dealers that have been issued a fleet emissions inspection station permit are required to provide some purchasers with a written notice of their right to obtain an emissions inspection at a state station after the sale. The written notice is required for the sale of 1981 through 1995 model year vehicles that have a gross vehicle weight rating of 8,500 lbs. or less, and have less than one year before the vehicle must undergo a transient loaded test (IM147), or has never taken an IM147 test and is not covered by a federal emissions warranty. Federal emissions warranty is two year/24,000 miles on most emissions components and eight year/80,000 mile for items such as the catalytic converter and computer.

The notice must state the following:

- a. The purchaser has the right to have the vehicle tested within three days (excluding holidays) after the sale at a state emissions inspection station
- b. If the vehicle fails the emissions inspection, the dealer will do one of the following:
 - Rescind (unwind) the purchase agreement and refund the purchaser the cost of the emissions inspection.
 - Repair the vehicle to pass the emissions inspection at no cost to the purchaser.
 - Enter into a mutually acceptable alternate agreement with the purchaser

Section II

Fleet Agent & Inspector Licensing

A. Licenses:

There are four types of vehicle emissions inspector licenses that pertain to permitted fleet facilities. These licenses are designated as follows:

- “A” Fleet Agent
- “CF” Non-Diesel Vehicle Inspector
- “FD” Diesel Vehicle Inspector
- “CFD” Non-Diesel and Diesel Vehicle Inspector

To obtain a license, the applicant must take and pass the appropriate examination(s) relating to the inspector license. Applicants must pass all tests with a minimum score of 80 percent.

1. “A” License requires the applicant to pass the Fleet agent/inspector examination (25 questions)
2. “CF” License requires the applicant to pass the following tests:
 - Certified technician examination (75 questions)
 - Fleet agent/inspector examination (25 questions)
 - Non-diesel inspector examination (25 Questions)
3. “FD” License requires the applicant to pass the following tests:
 - Fleet agent/inspector examination (25 questions)
 - Diesel inspector examination (25 questions)
4. “CFD” License requires the applicant to pass the following tests:
 - Certified technician examination (75 questions)
 - Fleet agent/inspector examination (25 questions)
 - Non-diesel inspector examination (25 questions)
 - Diesel inspector examination (25 questions)

B. Testing options:

1. Attending the Two-Day Fleet Certification Class:

Twice each month, the Department holds a two-day certification class at the Vehicle Emissions Office (600 North 40th Street, Phoenix). The class curriculum covers basic emission control systems, theory and diagnosis, as well as applicable fleet station laws and regulations. If you have not attended a class in the last couple of years, it may be beneficial to do so as you may not be aware of some of the latest program changes. The class is not recommended for applicants seeking

the “A” or “FD” license. Applicants planning to attend the class should register 30-days in advance to ensure seating availability. Upon completion of the fleet certification class, applicants should be able to pass all examinations. To register, call our office at (602) 207-7000.

2. Challenging the Test:

The Department allows for applicants to challenge the tests and bypass the 2-day fleet certification class. Tests can be challenged every Friday (excluding holidays) between 8:00 a.m. and 2:30 p.m. at the Vehicle Emissions Office (600 North 40th Street, Phoenix). Testing by appointment is available; please call our office at (602) 207-7000.

If an applicant fails the certified technician examination, the applicant is required to attend the fleet certification class before retaking the examination.

3. Inspector License Renewal and Expiration:

To retain the current license expiration date, the inspector must renew the license within 30-days before the expiration date. If the license is allowed to expire, the license expiration will be changed to one year from the date the inspector passed the required examinations.

C. Change of Employment Status Inspector and Agent Notification Requirements:

A vehicle emissions inspector is required to notify the Department of any change in employment status due to hiring, retirement, resignation, or termination within 7-days of such a change. Please call (602) 207-7000. In addition, the fleet owner or agent is required to notify the Department in writing within 7-days. Written notification may be faxed to (602) 207-7020; e-mailed to Osborne.Adrion@azdeq.gov; or sent by mail to 600 North 40th Street, Phoenix, Arizona 85008.

The burden of notifying the Department if a fleet agent is hired, retires, resigns or is terminated falls solely on the fleet owner. The fleet agent is not required to notify the Department.

D. Inspector License Revocation:

The Department may suspend, revoke or refuse to renew a license if the licensee has violated any provision of Arizona Revised Statutes Title 49, Chapter 3, Article 5, or Arizona Administrative Code Title 18, Chapter 2, Article 10. In addition, an inspector license may be suspended, revoked, or refused to be renewed if the inspector fails to demonstrate proficiency to the Department regarding vehicle inspection procedures.

Section III

Dealer Fleet Station & Licensed Inspector Auditing

Permitted dealer fleet facilities and inspectors are subject to periodic audits by the Department to ensure that emissions inspection and documentation procedures are being followed. Outlined below are the audit types, and the minimum required frequency of each audit.

1. Dealer fleet used motor vehicle sales and compliance with emissions inspection requirements, at least annually;
2. Licensed inspector performance, at least twice annually;
3. Dealer fleet station emissions inspection records, monthly as submitted to the Department.

Section IV

Equipment Maintenance, Calibration & Auditing Requirements

- A. All equipment and testing instruments must be maintained in accurate working condition as specified by the manufacturer. Instruments that require a periodic calibration must be calibrated according to the instructions and recommendations of the instrument or equipment manufacturer.
- B. To maintain registration, non-dispersive infra-red CO and HC analyzers must be checked with approved calibration gases at least monthly by a certified technician.
1. The approved calibration gas will contain a blend of hexane (300 parts per million) and carbon monoxide (1.5 percent) or hexane (300 parts per million), carbon monoxide (1.5 percent), and carbon dioxide (5.0 percent).
 2. The analyzer must read the calibration gas within the following tolerances:
- CO -0.25% to +0.50 % **in the range from 0 to 2% (Low Scale)**
HC -30 ppm to +60 ppm **in the range from 0 to 500 ppm (Low Scale)**
3. The monthly calibration check should include an inspection of the analyzer's sampling and filtration systems.
 4. The record of the calibration check and any repairs performed must be documented on the analyzer's repair and calibration history log (VE-160).
 5. Analyzers that do not read within the tolerances specified or have leaks or restrictions in the sampling or calibration systems, must be removed from service and cannot be used to perform official emissions inspections until repairs are performed and the analyzer passes a calibration check.
- C. At least quarterly, the Department will conduct a state calibration audit. The Department may also perform unscheduled audits for analyzer accuracy. The repair and calibration history log (VE-160) must be available to a state inspector during an audit. During a state calibration audit the analyzer must read within following tolerances.

CO -0.25% to +0.50 %	in the range from 0 to 2% (Low Scale)
CO -0.50% to +1.0 %	in the range from 0 to 10% (High Scale)
HC -30 ppm to +60 ppm	in the range from 0 to 500 ppm (Low Scale)
HC -100 ppm to +200 ppm	in the range from 0 to 2000 ppm (High Scale)

D. Analyzers that do not read within the state calibration audit tolerances will be “red tagged,” and cannot be used by the fleet for official emissions inspections until:

1. The analyzer has been properly repaired;
2. The analyzer has passed a state calibration audit or vendor calibration audit performed by a certified analyzer repair technician, (analyzers repaired by the manufacturer or out of state repair facility must pass a state calibration audit);
3. The red tag has been removed by a state inspector or certified analyzer repair technician.

Section V

Time of Inspection, Required Inspections & Inspection Procedures

Vehicles to be sold by a licensed motor vehicle dealer, unless exempt (see Section VII) must be emissions inspected prior to delivering to a retail purchaser. Consignment vehicles cannot be emissions inspected by a dealer fleet and must be inspected at a state station.

Following are detailed procedures for the types of inspection/test required:

A. Curb Idle Test:

The curb idle test measures the exhaust emissions with the vehicle stopped and the engine idling at manufacture's specification " 100 RPM.

- 1967 through 1980 model year vehicles equipped with an automatic transmission, the vehicle shall be tested in drive, with foot brake applied.
- 1967 through 1980 model year vehicles equipped with a manual transmission the vehicle shall be tested in neutral, with foot brake applied.

To perform the curb idle test, insert the exhaust sample probe 8 to 12 inches into the exhaust pipe. Record the HC and CO readings after the readings have stabilized or at the end of **30** seconds, whichever occurs first.

- 1981 and newer model year vehicles; the transmission shall be in neutral, with foot brake applied.

To perform the curb idle test, insert the exhaust sample probe 8 to 12 inches into the exhaust pipe. Record the HC and CO readings after the readings have stabilized or at the end of **90** seconds, whichever occurs first.

If any vehicle is equipped with multiple exhaust pipes and the analyzer is not capable of sampling multiple pipes, the test must be performed separately on each pipe. Record the HC and CO readings for each pipe and obtain an average. Compare the average results to the maximum allowable.

If the vehicle's emissions are above the standard, the engine may be preconditioned by operating it at 2500 rpm " 300 RPM for up to a maximum of **30** seconds. After preconditioning, return the engine speed to curb idle and perform a second idle test. If the emissions levels are below the standard, the vehicle passes the curb idle test. If the vehicle's emissions levels still exceed the maximum allowable, the vehicle fails inspection and repairs are required.

B. Dealer 2,500 RPM Unloaded Fast Idle Test

The 2,500 rpm test measures the exhaust emissions with the vehicle stopped, transmission in neutral, and engine operating at an, unloaded 2,500 RPM " 300 RPM.

To perform the 2,500 RPM test, insert the exhaust sample probe 8 to 12 inches into the exhaust pipe. Once sampling has begun, increase the engine speed to 2,500 RPM " 300 RPM and hold the speed steady. Record the HC and CO readings after the readings have stabilized or at the end of **30** seconds, whichever comes first.

If any vehicle is equipped with multiple exhaust tail pipes and the analyzer is not capable of sampling multiple pipes, the test must be performed separately on each pipe. Record the HC and CO readings for each pipe and obtain an average. Compare the average results to the maximum allowable.

C. Visual Gas Cap Inspection

The visual gas cap inspection consists of verifying the vehicle has a properly fitting gas cap. The visual inspection is performed on vehicles that were manufactured without evaporative control systems. This includes most 1970 and older vehicles, and many 1984 and older federal heavy-duty trucks. These vehicles are designed to vent fuel tank vapors into the atmosphere. Many 1970 and newer heavy-duty vehicles certified to meet California emission requirements were equipped with evaporative control systems and **are** subject to a functional gas cap test.

D. Functional Gas Cap Test

The functional gas cap test determines if the gas cap properly seals, preventing fuel vapor (Hydrocarbons) from escaping into the atmosphere. This test consists of attaching the gas cap to a testing unit that applies pressure and monitors air flow or leakage. The maximum allowable leakage is 60 cubic centimeters of air per minute at 30 inches of water.

If the vehicle fails the functional gas cap test, a complete re-inspection is required. A faulty gas cap can cause the evaporative system to malfunction, which may affect emissions.

E. Equipment Tampering

The tampering inspection is based on the original configuration of the vehicle as manufactured and consists of the following:

1. A visual inspection to determine the presence and proper installation of each required **Catalytic converter** (if applicable as manufactured);
2. An examination to determine the presence of an **operational air injection system** (if applicable as manufactured);

3. A visual inspection to determine the presence of an **operational positive crankcase ventilation system** and **evaporative control system** (if applicable as manufactured).

The above components shall be verified by referring to the “VEHICLE EMISSIONS CONTROL INFORMATION” label. The label on many older vehicles may be damaged, missing or unreadable. Refer to an emissions control application guide.

Section VI

Alternative Fuel Vehicle (AFV) Requirements

A. Definition of Alternative Fuels:

1. Alternative Fuels and fuel codes are defined as follows:
 - (L) Liquefied petroleum gas (LPG or Propane)
 - (C) Compressed natural gas/liquefied natural gas
 - (M) 70/30 minimum blend of alternative fuel and petroleum based fuel (except alcohol)
 - (A) Alcohol if used in a vehicle prior to August 21, 1998. After that, alcohol is no longer recognized as an alternative fuel by the State of Arizona. This includes M85 and E85 Flex Fuel vehicles
2. Bi-fuel AFV means a vehicle that is capable of operating on an alternative fuel and gasoline.
3. Dedicated AFV means a vehicle that solely operates on an alternative fuel.

B. Testing Requirements for Alternative Fuel Vehicles:

Vehicles that are powered by alternative fuels are eligible for a current model year plus two previous year exemption. (Note, this is more restrictive than the current plus four model year exemption). AFV's must be inspected according to the Time of Inspection, Required Inspections & Inspection Procedures outlined in Section V, with the following exceptions:

Bi-fuel vehicles must pass inspection while operating on each fuel. If the vehicle fails on one or both fuels, a complete re-inspection on each fuel must be performed to be sure that repairs to one system did not affect the other.

An inspection of an AFV vehicle operating on **compressed natural gas or liquefied natural gas** requires the use of a correction factor of 0.61 to calculate the true hydrocarbon (HC) readings, when using an NDIR analyzer. The HC exhaust emissions must be multiplied by 0.61. Example: The HC emissions reading during the exhaust pipe emissions inspection is 200 ppm; the HC emissions recorded on the Fleet Vehicle Inspection Report/Monthly Summary would be 122 ppm ($200 \times 0.61 = 122$).

Section VII

Exempt Vehicles

The following vehicles are exempt from inspection requirements:

- A vehicle registered outside of Area “A” that is not used to commute to the driver’s place of employment located inside Area “A”
- A 1966 model year and older vehicle
- A vehicle sold between motor vehicle dealers (wholesale)
- An Electrically powered vehicle (does not include hybrid vehicles)
- A vehicle with apportioned registration (vehicles registered in more than one state)
- A golf cart (gas or electric)
- A vehicle with an engine displacement of less than 90 cubic centimeters
- A vehicle registered at the time of change of name of ownership except when:
 - a. The change of ownership results from a dealer sale, or
 - b. The change in registration is accompanied by the required fee for the year following expiration of the prior registration
- A vehicle registered with a current Director’s Certificate
- An original equipment manufactured alternative fuel vehicle of the current or two prior model years
- A vehicle designed to operate exclusively on hydrogen
- A vehicle of the current or four prior model years, except;
 - a. A reconstructed vehicle (titled as a reconstruct or special construction);
 - b. An alternative fuel vehicle, as defined in Arizona Revised Statutes;
 - c. A vehicle failing an emissions inspection, whose owner elected to have the vehicle tested rather than opt out (In lieu).

Section VIII

Procedure for Completing the Fleet Vehicle Inspection Report/Monthly Summary (FVIR/MS)

A sufficient number of the FVIR/MS forms will be provided at no charge when certificates of inspection are purchased. Additional FVIR/MS forms may be obtained by visiting the Department at 600 North 40th Street, Phoenix, Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding state holidays.

A. General Rules for Completing the Fleet Vehicle Inspection Report/Monthly Summary:

The following rules apply to the completion of the FVIR/MS:

1. The FVIR/MS can only be completed for vehicles that have **passed** the required inspection;
2. The FVIR/MS must be completed at the time of inspection;
3. The FVIR/MS can only be completed and signed by the inspector performing the inspection;
4. All sections of the FVIR/MS must be completed. When completing items that do not apply to a particular vehicle, enter N/A in the space provided.

B. Procedure for Completing the Fleet Vehicle Inspection Report/Monthly Summary:

After the vehicle has passed the emissions inspection required, obtain the FVIR/MS currently in use and record the following information:

- Certificate of Inspection number
- Inspection date
- License plate number (if applicable)
- Vehicle identification number
- Vehicle make (Chevrolet, Ford etc.)
- Vehicle model (Camaro, Taurus etc.)
- Vehicle model year ('79, '88, etc.)
- Analyzer registration number
- Fuel type-for bi-fuel vehicles (see AFV section)
- Idle HC readings
- Idle CO readings
- 2,500 RPM HC readings
- 2,500 RPM CO readings

- Tampering Air injection system (P or N/A)
- Tampering Evaporative emissions control system (P or N/A)
- Tampering Positive crankcase ventilation system (P or N/A)
- Tampering Catalytic converter (P or N/A)
- Gas cap functional or visual test (P or N/A)
- Engine size (cubic inch or liter)
- Gross vehicle weight rating (for a **vehicle certified under federal truck standards**)
- Inspector license number
- Inspector signature (**sign only after completing a passing inspection**)

When performing an inspection of a bi-fuel alternative fuel vehicle, use the space for two vehicle inspections, or four lines of the FVIR/MS. On the first line of the inspection record, complete the requested information: certificate serial number, vehicle description, etc. On the second line of the inspection record, enter the registration number of the analyzer, results of the gasoline exhaust emissions inspection and tampering results; do not sign the inspection record at this time. On the third line of the inspection record, write in the words "bi-fuel vehicle inspection." On the fourth line of the inspection record, enter the type of fuel and the results of the alternative fuel exhaust emissions inspection and sign the inspection. Remember, when performing an inspection of a vehicle fueled with natural gas, either compressed or liquified, the hydrocarbon (HC) exhaust emissions are multiplied by 0.61.

Section IX

Procedures for Certificates of Inspection

A. Purchasing Certificates of Inspection:

To purchase Certificates of Inspection mail or present a completed Certificate of Inspection order form, (see attachment) to the Department.

The following rules apply to the purchase of Certificates of Inspection:

1. Certificates can only be purchased from the Department at the Vehicle Emissions Office (600 North 40th Street, Phoenix, Arizona 85008);
2. Certificates are sold in standard lots of 50 (see attached order form);
3. Payment for certificates can be in the form of cash or check. If a check is used, the check must be payable to ADEQ;
4. Certificate order forms that are incomplete, unsigned by the fleet agent or unaccompanied by the correct payment will be rejected.

B. General Rules for Issuing Certificates of Inspection:

The following rules apply when issuing Certificates of Inspection:

1. Certificates can only be issued to vehicles that have passed the required inspection;
2. Certificates can only be issued to vehicles that are owned or leased by the dealer fleet (certificates cannot be issued to vehicles that have been sold and delivered);
3. Certificates must be completed at the time of inspection (a certificate cannot be issued after the date of inspection);
4. Certificates must be issued in numerical order;
5. Certificates can only be completed and signed by the inspector performing the inspection;
6. Certificates cannot be transferred or sold to another fleet station;
7. All unused certificates can be returned to the Department for refund or used in subsequent years.

C. Procedure for Issuing a Certificate of Inspection

After the vehicle has passed the required inspection, obtain a Certificate of Inspection and record the following information:

1. Vehicle identification number;
2. Vehicle model year;
3. Vehicle license plate # (if applicable);
4. Name of fleet station;
5. Certificate expiration date (one year from the date of inspection);
6. Inspector license number;
7. Fleet station permit number;
8. Inspector signature.

Errors can be corrected only by the inspector issuing the certificate. The following procedure should be used: Draw a single line through the incorrect information; make the correction; initial the correction using your first initial and last name; record the date of the correction next to your initials.

D. Lost or Destroyed Certificates of Inspection

1. When certificates of inspection are discovered lost or stolen, the fleet owner must notify the Department **in writing within 24 hours**. Written notification can be done by mail however, the preferred method is E-mail or Fax to 602 207-7020. Indicate the following:
 - The quantity of certificates that were lost or stolen;
 - The serial numbers of the missing certificates.

Failure to properly notify the Department may result in suspension or revocation of the fleet permit.

2. When the original/white of a completed Certificate of Inspection is discovered lost, destroyed or mutilated, a Director's Certificate may be obtained from the Department by **hand delivery** of the following:
 - The second/yellow copy or third/pink copy of the lost, destroyed or mutilated Certificate of Inspection;
 - The original/white of the FVIR/MS;
 - A cover letter from the fleet agent explaining the loss, destruction or mutilation of the Certificate of Inspection;
 - Sufficient payment.

E. Voided Certificates of Inspection:

When the original/white of the Certificate of Inspection is voided by a fleet station, the void must be documented as follows:

1. Record the void on the FVIR/MS;
2. Match the original/white with the corresponding third/pink copy and retain it at the fleet station for two-years.

Section X

Procedure for Processing the Certificates of Inspection & Fleet Vehicle Inspection Report/Monthly Summary

The Certificate of Inspection is a triplicate form used to certify that a vehicle has been inspected and passed. The Fleet Vehicle Inspection Report/Monthly Summary is a duplicate document that contains the actual inspection record of vehicles inspected by the fleet station. The three copies of the Certificate of Inspection and the two copies of the Fleet Vehicle Inspection Report/Monthly Summary are to be distributed and/or retained as follows:

- The original/white of the Certificate of Inspection is submitted to the Arizona Department of Transportation, Motor Vehicle Division for vehicle registration.
- The second/yellow copy of the Certificate of Inspection is submitted to the Department along with the second/yellow copy of the Fleet Vehicle Inspection Report/Monthly Summary within two weeks after the end of the month in which the inspections were performed. The second/yellow copies of the Certificates of Inspection and Fleet Vehicle Inspection Report/Monthly Summary should be forwarded to the Department at the following address: Vehicle Emissions, Inspection and Compliance Unit, 600 N. 40th St., Phoenix, AZ, 85008-6499.
- The third/pink copy of the Certificate of Inspection and the white/original of the Fleet Vehicle Inspection Report/Monthly Summary must be retained by the fleet station for two years after the date of inspection.

Forms & Attachments

Dealers - Area A

DEALER FLEET INSPECTION REQUIREMENTS CHART NON-DIESEL VEHICLES

<i>VEHICLE CLASS GVWR & Type</i>	<i>TEST DURATION Idle/2500</i>	<i>UNLOADED 2500 RPM TEST</i>	<i>CURB IDLE TEST W/Foot Brake Applied</i>	<i>EQUIPMENT TAMPERING</i>	<i>GAS CAP TEST</i>
1967 thru 1974 Model Year Vehicles Alternative Fuel Vehicles (See Note) All GVWR'	30 Sec/None	None	A/T-Drive M/T- Neutral	None	Visual or Functional W/ Evaporative System
1975 thru 1980 Model Year Vehicles Alternative Fuel Vehicles (See Note) All GVWR'	30 Sec/None	None	A/T-Drive M/T- Neutral	Yes*	Visual or Functional W/Evaporative System
1981 and Newer Alternative Fuel Vehicles (See Note) All GVWR'	90 Sec/30Sec	A/T-Neutral M/T-Neutral	A/T-Neutral M/T-Neutral	Yes*	Visual or Functional W/Evaporative System

Note-All Bi Fuel Alternative Fuel Vehicles must receive a test on each fuel.

Equipment Tampering Yes* = includes Catalytic Converter/Air Injection System/Evaporative System/ & PCV System inspection

Fleet vehicles must be tested at the following times:

Vehicles to be sold by a licensed motor vehicle dealer must be inspected prior to delivery of the vehicle to the retail purchaser.

Consignment vehicles must be inspected at a state station because the vehicle is not owned by the fleet

Approved Gas Cap Test Equipment

The gas cap testers listed below follow the State of Arizona guidelines for the fleet vehicle emissions inspection station gas cap test. In addition to the gas cap tester, a set of gas cap adapters that will fit at least 95% of the subject gas caps is required.

STANT CORPORATION model numbers

- 12300
- 12440 (electric)
- 12400-(has been discontinued by Stant)

WAEKON CORPORATION model numbers

- FPT 27
- FPT 2600
- FPT 26-60-(has been discontinued by Waekon)

Note-EX1/EX2 after any model number above indicates that the gas cap tester was bought as a combination with the adapters

The following are the most current gas cap test adapter sets available:

- Stant 2597
- Waekon FPT2503



Janet Napolitano, Governor
 Stephen A. Owens, ADEQ Director

Air Quality Vehicle Emissions

**CERTIFICATE OF INSPECTION
 ORDER FORM**

FLEET NAME:		FLEET NUMBER:	
ADDRESS:		QUANTITY ORDERED:	
CITY:		PHONE NUMBER:	ZIP CODE:
ENCLOSED: CHECK AMOUNT #		CHECK NUMBER #	
(PRINT) AGENT NAME:	AGENT SIGNATURE:	(PRINT) RUNNER NAME:	RUNNER SIGNATURE:

Instructions for ordering:

1. Complete order form above.
2. **Fleet Agent must sign authorizing the purchase.**
3. Name the person picking up the order if other than Fleet Agent.
4. Include sufficient payment (**\$11.50 per certificate, packets of 25**)
 Make checks or money orders payable to: **ADEQ**
5. Bring the completed order form and payment to either of the two ADEQ offices whose addresses are listed below.

NOTE:

Incomplete orders signed by other than Fleet Agent will be denied and returned.

FOR OFFICIAL USE ONLY				
AGENTS SIGNATURE:	FLEET APPROVAL:	DATE:	VERIFIED BY:	# OF PACKETS:
START NUMBER:	END NUMBER:	START NUMBER:	END NUMBER:	
START NUMBER:	END NUMBER:	START NUMBER:	END NUMBER:	
START NUMBER:	END NUMBER:	START NUMBER:	END NUMBER:	
START NUMBER:	END NUMBER:	START NUMBER:	END NUMBER:	
START NUMBER:	END NUMBER:	START NUMBER:	END NUMBER:	
START NUMBER:	END NUMBER:	START NUMBER:	END NUMBER:	
START NUMBER:	END NUMBER:	START NUMBER:	END NUMBER:	
DATE ISSUED:	DATE MAILED:			
CASHIER:	NUMBER OF PACKETS ISSUED TO FACILITY:			
RUNNER SIGNATURE VERIFIED NUMBER OF PACKETS ISSUED:				

600 N. 40th Street, Phoenix, Arizona 85008, (602) 207-7000
 4040 East 29th Street, Tucson, Arizona, 85711, (602) 628-5651
 Visit the Department's Web Site at www.azdeq.gov



Janet Napolitano, Governor
Stephen A. Owens, ADEQ Director

Air Quality Vehicle Emissions

FLEET AGENT DESIGNATION FORM

Return completed Designation form to:

Vehicle Emissions Inspection
600 N. 40th Street
Phoenix, AZ 85008

OR

Vehicle Emissions Inspection
4040 E. 29th Street
Tucson, AZ 85711

Type/Print Name & Title of Designated Fleet Agent: _____

Type/Print Name & Title of Designated Fleet Co-Agent: _____

is/are employed by the fleet station and accept the responsibilities of the administration and the day-to-day operation of my Fleet Emissions Inspection Station. I understand that as the owner or corporate officer, I retain full responsibility for assuring said fleet station is operated in accordance with applicable state laws and duly adopted Rules of the Department.

I also understand that having designated agents, I must:

1. Employ the person named as the fleet agent.
2. Immediately notify the Department by telephone and within seven days in writing of any changes in the employment status of designated fleet agent.
3. Cease fleet inspections if designated fleet agent leaves my employment.
4. Not resume fleet inspections until the fleet agent requirements have been met.

Signature of Fleet Applicant/Owner/Corporate Officer: _____

Type/Print Name & Title of Fleet Applicant/Owner/ Corporate Officer: _____

I herewith accept the responsibilities for the administration and the day-to-day operation of:

Type/Print Fleet Name: _____ Permit No. # _____

Signature of Fleet Agent: _____ License #: _____ Exp Date: _____

Signature of Fleet Co-Agent: _____ License #: _____ Exp Date: _____

Fleet Agent E-Mail Address: _____ Co-Agent E-Mail Address: _____

AREA "A" METRO PHOENIX MAXIMUM ALLOWABLE EMISSIONS STANDARDS (CUT POINTS)

ENGINE	YEAR	GVWR	NUMBER OF CYLINDERS	IDLE MODE		LOADED CRUISE (2500 UNLOADED)	
				HC (PPM)	CO (%)	HC (PPM)	CO (%)
4 - Stroke	1980 and newer	8500 or less	All	220	1.20	220	1.20
4 - Stroke	1979 and newer	8501 or more	All	300	4.00	300	3.00
4 - Stroke	1979	8500 or less	4 or less	220	2.20	220	1.65
4 - Stroke	1979	8500 or less	More than 4	220	2.20	220	1.50
4 - Stroke	1975-1978	6000 or less	4 or less	250	2.20	250	1.65
4 - Stroke	1975-1978	6000 or less	More than 4	250	2.00	250	1.50
4 - Stroke	1975-1978	6001 or more	All	350	4.00	350	3.00
4 - Stroke	1972-1974	All	4 or less	400	5.50	400	4.20
4 - Stroke	1972-1974	All	More than 4	400	5.00	400	3.75
4 - Stroke	1967-1971	All	4 or less	500	5.50	500	4.20
4 - Stroke	1967-1971	All	More than 4	450	5.00	450	3.75
4 - Stroke	Reconstructed 1981 and newer	All	All	1,200	7.50	700	5.25
4 - Stroke	Reconstructed 1980 and older	All	All	1,200	7.50	1200	5.60
4 - Stroke M/C (Non-Dealer)	All	All	All	1,800	5.50	-	-
4 - Stroke M/C (Dealer)	ALL	All	All	1,800	5.50	1,800 (81 and newer)	5.50 (81 and newer)
2 - Stroke Car & M/C	All	All	All	18,000	5.00	18,000	5.00

Fleet Vehicle Inspection Report/Monthly Summary Legend

CERT. OF INSPECTION 1		DATE 2		LIC. PLATE 3		VIN 4						MAKE 5	MODEL 6		YR 7	INSP. SIGNATURE 8			
EQUIPMENT # 9	FUEL 10	IDLE HC 11	IDLE CO 12	2500 HC 13	2500 CO 14	A.I.S 15	EVAP 16	PCV 17	CAT. 18	CAP 19	CID/L 20	G.V.W. 21	READY 22	KOEO 23	KOER 24	DLC 25	OPAC % 26	INSP. NO. 27	

1. CERT. OF INSPECTION - Certificate of Inspection or Sticker Number, used in numerical order.
2. DATE - Date the vehicle passed inspection.
3. LIC. PLATE - Arizona license plate number or NP for no plate.
4. VIN - Vehicle identification number obtained off the vehicle.
5. MAKE - Make; manufacturer, such as; Ford, GM, Toyota, etc.
6. MODEL - Model; sedan-s/d, station wagon-s/w, truck-trk, as stated on the title or registration.
7. YR - Model year as stated on the title or registration.
8. INSP. SIGNATURE - Signature of the inspector who performed the inspection.
9. Equipment # - the registered opacity meter number or infra-red analyzer number assigned by the Department.
10. Fuel - Type of fuel the vehicle was tested on. Enter: "G" for gasoline; "P" for propane; "C" for natural gas, either compressed or liquified.
11. IDLE HC - Idle HC emissions.
12. IDLE CO - Idle CO emissions.
13. 2500rpm HC - 2500rpm HC emissions or N/A when the inspection is not applicable.
14. 2500rpm CO - 2500rpm CO emissions or N/A when the inspection is not applicable.
15. AIS - Tampering inspection results of the Air Injection system. Enter Pass, P, or N/A when the inspection is not required.
16. EVAP - Tampering inspection results of the Evaporative Control system. Enter Pass, P, or N/A when the inspection is not required.
17. PCV - Tampering inspection results of the Positive Crankcase Ventilation system. Enter Pass, P, or N/A when the inspection is not required.
18. CAT. - Tampering inspection results of the Catalytic Converter(s). Enter Pass, P, or N/A when the inspection is not required.
19. CAP - Pressure test or visual inspection results of the gas cap(s). Enter Pass, P, or N/A when the inspection is not required.
20. CID/L - Engine size, either in cubic inches (circle CID), liters (circle L), or horse-power (write HP).
21. GVW - Gross vehicle weight rating as established by the manufacturer, optional on passenger cars put N/A.
22. READY - Vehicle ready to test with the appropriate number OBD readiness monitor set. 1996 - through 2000 model year vehicles, 2 or less. 2001 and newer vehicles, 1 or less. Enter Pass, P, or N/A when the inspection is not required.
23. KOEO - Results of the OBD Key On Engine Off test. Enter Pass, P, or N/A when the inspection is not required.
24. KOER - Results of the OBD Key On Engine Running test and the results of the MIL Commanded On test. Enter Pass, P, or N/A when the inspection is not required.
25. DLC - Tampering inspection results of the Diagnostic Link Connector. Enter Pass, P, or N/A when the inspection is not required.
26. OPAC % - Percentage of opacity (diesel vehicles) or N/A when the inspection is not applicable.
27. INSP. NO. - Emissions inspector's CF or CFD license number issued by the Department